

The Constitution of Kendo Club, HKUSTSU

Section 1: General

1.1 Name

The full name of the Club shall be "Kendo Club, Hong Kong University of Science and Technology Students' Union", abbreviation "K.C. HKUSTSU" and the Chinese name shall be "香港科技大學學生會 劍道學會". (here in after referred as "the Club").

1.2 Objectives

The objectives of the Club shall be

1.2.1 To promote the interest in Kendo;

1.2.2 To establish fraternal feeling among students of the University;

1.2.3 To relax mental strain;

1.2.4 To maintain physical and psychological strength;

1.2.5 To provide healthy recreations at students' leisure;

1.2.6 To build up good sportsmanship, patience, perseverance and consideration of others.

1.3 Official Language

English and Chinese shall be the official language of the Club and enjoy equal status. Either or both shall be used in official documents. In case of discrepancy, unless otherwise stated, the English version shall be referred to.

1.4 Affiliation

Kendo Club, Hong Kong University of Science and Technology Students' Union is affiliated to the Students' Union of Hong Kong University of Science and Technology.

Section 2: Membership

2.1 Full Membership

2.1.1 Eligibility

All full-time undergraduates and postgraduates, who satisfy the following criteria, are recognized as full members

- 1) Currently recognized as full member of Students' Union of HKUST;
- 2) On payment of the prescribed fee.

2.1.2 Privileges

2.1.2.1 To use all facilities provides by the Club;

2.1.2.2 To participate in activities arranged by the Club;

2.1.2.3 To have the right to vote;

2.1.2.4 To have the right to attend and speak in any General Meeting;

2.1.2.5 To have the right to nominate, to be nominated for the election and to hold offices an executive officer of the Club.

2.1.3 Obligations

2.1.3.1 To pay the membership fee

2.1.3.2 To pay the annual tuition fee

2.1.3.3 To support all the functions of the Club;

2.1.3.4 To follow the resolution of General Meeting;

2.1.3.5 To follow the Constitutions of the Club.

2.2 Associate Membership

2.2.1 Eligibility

All undergraduates and postgraduates who are not recognized as full members of Students' Union of HKUST, with the permission of the Executive Committee, shall be eligible for Associate Membership of the Club on payment of the prescribed fee.

2.2.2 Privileges

2.2.2.1 To use all facilities provides by the Club;

2.2.2.2 To participate in activities arranged by the Club.

2.2.3 Obligations

2.2.3.1 All potential members must have paid and continue to pay the annual membership and tuition fees to be considered as Associate members of the Club.

2.2.3.2 To support all the functions of the Club

2.2.3.3 To follow the Constitutions of the Club

2.3 Alumnus Membership

2.3.1 Eligibility

All graduates who are previous members of the Club with the permission of the Executive Committee, shall be eligible for Alumnus Membership of the Club

2.3.2 Privileges

2.3.2.1 To use all facilities provides by the Club;

2.3.2.2 To participate in activities arranged by the Club;

2.3.2.3 To have the right to attend in any General Meeting;

2.3.3 Obligations

2.3.3.1 Both the membership and tuition fees shall be waived for Alumnus Members

2.3.3.2 To follow the Constitutions of the Club

2.3.3.3 To obey the rules and regulations offered by the Students Affairs Office when using the university's sports facilities.

Section 3: Executive Committee

3.1 Authority

3.1.1 To represent the members of the Club in matter affecting their interest;

3.1.2 To organize all activities of the Club;

3.1.3 To build up the relationship between the Club and the members;

3.1.4 To carry out resolutions of the General Meeting and General Polling;

3.1.5 To formulate the policies of the Club in accordance with its objectives.

3.2 Composition

3.2.1 The Executive Committee shall be composed of the following positions:

a. a Chairperson

b. an Internal Vice-Chairperson

c. an External Vice-Chairperson

d. an Internal Secretary

e. an External Secretary

f. a Financial Secretary

g. * a Promotion Secretary

h. * a Publication Secretary

i. * a Marketing Secretary

j. * a Welfare Secretary

k. * a Sports Secretary

l. * a General Secretary

3.2.2 The title and the numbers of remark posts (*) can be amended in case of necessity.

3.2.3 No member of the Committee may have more than one post

3.3 Duties of the individual Executive Committee Member

3.3.1 The Chairperson

The Chairperson shall be the chief executive of the Club, shall represent the Executive Committee in all affairs, convene and preside at all meeting of the Club.

3.3.2 The Internal-Vice Chairperson

The Internal-Vice Chairperson shall assist the Chairperson in all internal duties, in charge of the belongings of the Club and take the role of acting Chairperson during the absence of the Chairperson.

3.3.3 The External-Vice Chairperson

The External-Vice Chairperson shall assist the Chairperson in all the duties concerning with the connection with the Club and other organizations of any kind.

3.3.4 The Internal Secretary

The Internal Secretary shall be responsible for keeping all records of the Club except the financial reports kept by the Financial Secretary, taking minutes at every meeting of the Club and prepare the Annual Report and be responsible for all documents filling.

3.3.5 The External Secretary

The External Secretary shall be responsible for the correspondence of the Club with general public, concerning external affairs of the Club.

3.3.6 The Financial Secretary

The Financial Secretary shall be responsible for all financial matters of the Club, in particular, shall keep records of all incomes and expenditures of the Club and prepare the Annual Financial Report of the Club.

3.3.7 The Promotion Secretary

The Promotion Secretary shall be responsible for the promotion of the Club.

3.3.8 The Publication Secretary

The Publication Secretary shall be responsible for the publication of the Club.

3.3.9 The Welfare Secretary

The Welfare Secretary shall be responsible for all welfare of the members in the Club, foster a close relationship of the Club and handling any complaint and opinion of the Club.

3.3.10 Marketing Secretary

The Marketing Secretary shall be responsible for the marketing affairs.

3.3.11 Sports Secretary

The Sports Secretary shall be responsible for the coordination of the training courses and competitions.

3.4 Resignation of Executive Committee Member

3.4.1 Any Committee Member may resign having submitted a letter of resignation including reason to the chairperson or Internal Vice Chairperson of the Club.

3.4.2 Upon receiving the letter of resignation, notice of the resignation will be given to all members.

3.4.3 If the Chairperson is resigned, an Extraordinary General Meeting held shall be chaired by either one of the two Vice Chairpersons. In the absence of both the Internal and External Vice-chairpersons, the Extraordinary General Meeting shall be chaired by any Full Member of the Club appointed by the Committee.

3.4.4 The resignation will only be valid after 14 schooldays.

3.4.5 The resignation will be documented in the permanent record of the Club.

3.5 Dissolution of Executive Committee

3.5.1 The whole Committee shall dissolve if the Chairperson, or both of the Vice Chairpersons, or both of the Secretaries or the Financial Secretary is (are) not included in the Committee left, unless the vacancy (vacancies) is (are) filled by any other Full Member(s) of the Club within 14 clear days after vacancy(vacancies) occurred.

3.5.2 The Committee shall dissolve if it is passed by the General Polling.

3.6 Vacancies of Executive Committee Member

3.6.1 In case of the vacancy of the Chairperson, his/her post shall be filled by one of the post of the rest of the Committee Members and a General Polling based on this matter shall then be held.

3.6.2 In case of the vacancy of any committee member other than the Chairperson, his/her post shall be filled by a full member of the Club as candidate appointed by the committee.

3.6.3 Any unsuccessful candidate cannot be considered for the same post within the same term of service.

3.7 Notice

3.7.1 In case of any change in the office barriers of the society, notice should be given to all members of the Club. If there are 20 or twenty percent (whichever is smaller) of full member written complaints to the executive committee within ten schooldays, then another candidate would be found. Otherwise, the candidate should be considered successful and the vacancy filled.

Section 4: Election

4.1 Objective

The objective of the election is to elect the Executive Committee for the next session.

4.2 Election Regulation

4.2.1 The Election shall be conducted in the Fall Semester each year according to the following schedule.

Fall Semester

The first day of Week 10: Deadline for the formation of Election Board

The first day of Week 11: Nomination of full cabinet(s)

The first day of Week 12: Announcement of the final list of cabinet(s)

Spring Semester

The first day of Week 1: Cabinet(s) promotion

Annual General Meeting: Election (if any)

4.2.2 The composition of the election board shall consist of 4 members, including both executive committee members and other full members. All nominators or nominees cannot be any members of the election board.

4.2.3 The nominated Executive Committee shall be in the form of a cabinet.

4.2.4 Members of the Election Board shall not vote in the Election.

4.2.5 Functions of the Election Board

1. To examine the eligibility of cabinet(s) and to approve or disapprove the application of cabinet(s).
2. To approve and disapprove any publicity put forward by any cabinet.
3. To conduct and supervise the Election.
4. To explain the Election Regulations and Rules in accordance with the Constitutions.
5. To count the ballots and announce the result concerned.
6. To handle any complaint arising from the Election which includes domination, promotion, voting, counting of ballots.
7. To adjust the Election Schedule.

4.2.6 Complaints and Appeals

1. All complaints and appeals shall be supported by evidence and duly signed.

2. No complaint or appeal shall be entertained unless it is directed to the Election Board in writing within 48 hours after the closure of the voting.

3. All adjudication concerning complaints and appeals shall rest on the Election Board.

4.2.7 Each nominated cabinet shall be allowed a maximum amount of expense which the amount is considered by the Election Board

4.3 Eligibility of Cabinet

4.3.1 The nominated cabinet(s) shall be composed of the following position

a. a Chairperson

b. an Internal Vice-Chairperson

c. an External Vice-Chairperson

d. an Internal Secretary

e. an External Secretary

f. a Financial Secretary

g. * a Promotion Secretary

h. * a Publication Secretary

i. * a Marketing Secretary

j. * a Welfare Secretary

k. * a Sports Secretary

l. * a General Secretary

4.3.2 The title and the numbers of remark posts (*) can be amended in case of necessity.

4.3.3 No candidate shall be nominated in the Election for more than one post in any nominated cabinet of the Club.

4.4 Nomination

4.4.1 Any cabinet shall be nominated by at least one Full Member excluding the candidates themselves.

4.4.2 In case there is no nomination of full cabinet after the deadline of the nominating period, nomination of incomplete cabinet(s) shall then be considered within the following week.

4.4.3 Incomplete cabinet shall be composed of at least six Committee Members including a Chairperson, an Internal Vice-Chairperson, an External Vice-Chairperson, an Internal Secretary, an External Secretary and a Financial secretary.

4.4.4 In case there is no nomination at all, the Annual General Meeting shall resolve this matter.

4.5 Voting

4.5.1 Voting shall be held at Annual General Meeting for the new session

4.5.2 Only Full Members of the Society shall have the right to vote.

4.5.3 The method of voting shall be by general polling in straight and follow the regulations of General Polling.

4.5.4 The cabinet is successful upon:

4.5.4.1 If there is only one cabinet running for the Election, the cabinet is successful automatically

4.5.4.2 If there are two or more cabinets running for the Election, the successful cabinet will be the one receiving the greatest number of votes.

4.5.5 The provisional and official result of the Election shall be announced by the Election Board within 24 hours after the closure of the voting respectively.

4.6 Re-election

4.6.1 If the Election fails to generate a new Executive Committee, re-election shall be conducted.

4.6.2 Re-election, if any, shall be held in the subsequent General Meeting

4.6.3 The Re-election shall follow the rules and regulations of Election.

Section 5: General Meeting

5.1 Authority

Any resolution passed by a majority vote in a General Meeting of the Club shall possess the highest authority in the Club. The resolution shall be abided by all members.

5.2 Chairperson

5.2.1 All General Meetings shall be convened by the Chairperson of the executive Committee, except the one convened for the purpose of moving a vote of non-confidence against him/her. In the case, the Chairperson of the Meeting shall be appointed or elected by the Executive Committee.

5.2.2 In the event of the inability of the Chairperson of the club to convene a General Meeting, the Executive Committee shall elect a Temporary Chairperson among them to convene the Meeting

5.3 Quorum

Twenty percent or thirty-five of the Full Members of the Society shall form a quorum of a General Meeting. If the quorum has not been met, then the General Meeting has failed.

5.4 Annual General Meeting

5.4.1 The Annual General Meeting shall be convened by the Chairperson of the Society and shall be held within 3 weeks after the Election.

5.4.2 Business

5.4.2.1 To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings, which may have held since the previous annual General Meeting;

5.4.2.2 To receive and adopt the Annual Report of the Secretary for the current session of the Club;

5.4.2.3 To receive and adopt the Financial Report including an Audited Financial Statement and a Balance Sheet of the Financial Secretary of the current session of the Club;

5.4.2.4 To introduce the Executive Committee of the next session;

5.4.2.5 To pass and approve or amend the year plan and financial budget of the Executive Committee of the next session;

5.4.2.6 To pass amendments to the Constitutions, if any;

5.5 Extraordinary General Meeting

5.5.1 The Executive Committee shall have the right to convene an Extraordinary General Meeting of any purpose whenever necessary.

5.5.2 If there is a requisition signed by not less than fifty percent or twenty (whichever is greater) of the Full Members of the Society, an Extraordinary General Meeting shall be convened by the Chairperson within two weeks after the requisition.

5.5.3 Only the business stated in the agenda shall be discussed in any Extraordinary General Meeting.

5.6 Voting

Any motion to be voted in any General Meeting would be recognized only if there is a simple majority voting in favour with the motion.

5.7 Notice

Notice of all General Meetings, together with the agenda shall be posted at least 3 clear days beforehand.

5.8 Postponement

5.8.1 A General Meeting shall be postponed if the Chairperson of the General Meeting is absent or the quorum is not reached provided that there is thirty minutes of waiting period.

5.8.2 Another General Meeting shall be convened within 14 days after the failure of the previous one. Notice and agenda concerned shall be posted at least three clear days beforehand.

5.8.3 If the quorum still cannot be formed, all attendees who are the Member of the Club shall form the quorum

Section 6: General Polling

6.1 Authority

The resolutions of General Polling shall have equal authority as that of General Meeting. The resolutions of General Polling can only be revoked by subsequent General Meeting or General Polling.

6.2 Conduction

General Polling except the polling for the election of new executive committee shall only be held after the General Meeting has failed two times.

6.3 Notice

Notice of General Polling and the motion(s) to be voted shall be posted at least 3 clear days beforehand.

6.4 Voting

6.4.1 The result of the Polling is valid, provided that the number of the vote cast is not less than twenty percent of the Full Members of the Club.

6.4.2 A simple majority of the vote cast shall be required to pass any resolutions.

6.4.3 The polling period except the polling for the election of new executive committee shall last for 6 consecutive hours on the day of polling.

6.4.4 The provisional and official results of the General Polling shall be announced by the Executive Committee within 24 hours after the closure of the voting respectively.

6.4.5 Any complaints or appeals about the General Polling shall be made within 48 hours after the closure of the voting.

Section 7: Finance

7.1 Financial Year

Financial Year of the Club shall commence after the Annual General Meeting of the current session and terminate after the Annual Meeting of the next session.

7.2 Financial Budget

At the beginning of each Financial Year, a financial budget shall be prepared and be presented by the Financial Secretary at the Annual General Meeting for adopting.

7.3 Financial Report

At the end of each Financial Year, a Financial Report shall be prepared and be presented at the following Annual General Meeting by the Financial Secretary.

7.4 Loans

The Club shall not apply or accept any loans outside SU. If the Club has any financial difficulties, the Executive Committee should approach Students' Union or Students' Affair Office for assistance.

Section 8: Constitution

8.1 Interpretation

The Executive Committee shall have the right to interpret the Constitutions.

8.2 Amendment

Any amendment of the Constitutions shall be made in the Annual General Meeting with a prior notice of the proposed amendment posted in 3 clear days beforehand. Notice of the amendments of the Constitutions shall be posted in the official notice area afterward.

Section 9: Instructor

9.1 Definition of the coach

The word "Coach" applies only to the instructor officially employed the kendo Club with a fixed amount, i.e. hourly based, monthly based or through negotiation, or remuneration; that is the tuition fee.

9.2 Qualification of the coach

The qualification of a coach is equivalent to general practice in the field of kendo tuition, e.g. the award of certification of trainer by a recognized body.

9.3 Duties

9.3.1 Members on regular basis, e.g. two sections a week. Absence of the instructor from class with no prior notice of reasonable cause may lead to deduction of the amount of remuneration.

9.3.2 The coach is assumed responsible to discuss, work out and implement the training plan and schedule with the Committee throughout the year when necessary.

9.4 Dismissal of the coach

The coach of the Club should only be removed for inability to discharge his/her duties, or for misbehavior, by the committee. The passage of the removal required a simply majority vote of the Full Members present in the Annual General Meeting or Extraordinary General Meeting.

Section 10: Liability

10.1 The Kendo Club and the Hong Kong University of Science and Technology will not responsible for any act or safety of its Members whatever.

Section 11: Dissolution

11.1 The dissolution of the society shall only be passed by a resolution made in a General Meeting or Referendum with a three-quarters majority.

11.2 After dissolution, members of the Executive Committee shall be responsible for all matters of the dissolved body.

11.3 Notice of dissolution shall be posted in the Official Notice Area within twenty-four hours for not less than seven consecutive days.